



## **Manager of Works and Service**

The Shire of Three Springs is seeking to appoint a suitably qualified Manager of Works and Services who is ready and willing to accept the challenges of an executive management position with a progressive rural Shire.

Reporting directly to the Chief Executive Officer, the Manager of Works and Services will provide leadership and management of the Council's Construction, Maintenance, Parks and Gardens, Waste Services, Mechanical Services, Building Maintenance and Swimming Pool.

Based in Three Springs, the position is offered as an initial five year performance based contract with a salary package from \$142,100 to \$159,050 including a cash component of \$100,000 to \$115,000 plus private use of a vehicle, subsidised housing and generous superannuation.

For an application package containing full position details and further information on how to apply, please visit [www.threesprings.wa.gov.au](http://www.threesprings.wa.gov.au) Further information on the position, contact Lydia Highfield via email [highfieldlydia@gmail.com](mailto:highfieldlydia@gmail.com) or on 0400 142 110

Applications should be sent to: [highfieldlydia@gmail.com](mailto:highfieldlydia@gmail.com) by COB Wednesday 19<sup>th</sup> October 2022.

**Canvassing of Councillors will disqualify**

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# INFORMATION

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Thank you for your interest in the advertised position. These guidelines are presented to assist your application process, please read the following information.

## **Eligibility**

Check the requirements (skills, qualifications, experience) for the position as described in the advertisement and position description to assess your suitability for the role. The successful applicant is required to provide evidence of all claimed qualifications prior to commencing employment.

As an Equal Employment Opportunity employer, the Shire of Three Springs encourages applications from individuals of diverse backgrounds to apply, to join us in servicing our community.

*Note:* Canvassing of Councillors will disqualify.

## **Preparing your Application**

In order to be considered for a position, you must be able to demonstrate your suitability for the position advertised. Applications will be assessed against the requirements (skills, qualifications, experience) outlined in the position description.

The decision to shortlist applicants will be based on the information provided in the application against the requirements described in the position description.

If at all possible, your application should be typed. If this is not possible, ensure that your writing is clear and easy to read. Your application should include:

- **Application for Employment Form**
  - ✓ Please complete the application form included in this information.
- **Cover Letter**
  - ✓ Provide a covering letter summarising your suitability for the role, including relevant qualifications, experience and knowledge.
  - ✓ The covering letter should address the selection criteria detailed in the included position description.
- **Current Resume/Curriculum Vitae**
  - ✓ Personal Details – Name, address and telephone number.
  - ✓ A summary of your work history starting with the most recent. Information should include employment dates and details of duties, performance and your achievements in each job. Don't forget to add any experience you may have of acting/relieving in this role or similar.
  - ✓ Any activities you have undertaken outside of work which are relevant to the application.
  - ✓ Your qualifications, education and training achievements (be sure to include any education you are currently undertaking).
  - ✓ Photocopies of relevant formal qualifications (if available).

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- Referees

Two referees plus their contact phone numbers must be nominated in your application -they must be able to comment on your work performance (e.g. your direct supervisor/manager). Referees should be contacted for approval before listing them in your application.

### **Closing Date**

Check the closing date for the application. Ensure your application is received at the Administration Office before the closing date and time, as applications received after this date are **NOT CONSIDERED**.

### **Lodgement of Application**

You should provide us with only one copy of your complete application. Please do not submit your application in plastic sleeves, cardboard folders, binders, files or spiral bound. Please do not submit originals of documents, as applications for employment are not normally returned. All applications may be submitted in any of the following ways:

### ***Electronic (Emailed) or hard copy submissions***

Please ensure that your application is submitted in Microsoft Word compatible format.

Send application to [highfieldlydia@gmail.com.au](mailto:highfieldlydia@gmail.com.au) hard copy applications can be mailed to Lydia Highfield P O Box 126 Beechboro WA 6063

### **Post Application Process**

- Short listed applicants will be notified by telephone.
- All unsuccessful applicants will be notified in writing once an offer of employment has been accepted.

### **Interviews**

If you are shortlisted, you will be invited to attend an interview which may be with 2 interviewers (i.e. Chief Executive Officer and the Deputy Chief Executive Officer). The interview questions are designed to assess your suitability to the position you are applying for, and will consistently be asked of every applicant. Some of the questions will be asking you to describe specific examples of your past work experiences. The interviewers will take note of your responses to the questions to assist with the selection process.

The interview is also your opportunity to ask questions to assess the position's suitability for you! Feel free to prepare a few questions you may wish to ask the interviewers.

At the completion of the process, all applicants will be notified of the outcome of their application.

### **Records**

Your application and any information gathered on your application throughout the recruitment process will be kept confidential for a period no longer than six (6) months and disposed of securely.

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### **Offer of Employment**

If offered the position, and prior to appointment, prospective employees shall be required to undertake the following:

- **Pre-Employment Medical Examination**

Appointment to the position is not confirmed until a pre-employment medical examination is completed and accepted. This will also include a Drug & Alcohol Screening Test.

The cost of the Pre-Employment Medical Examination will be met by the Shire of Three Springs after appointment.

Also provision of:

- **Police Clearance**

The successful applicant will be required to obtain a National Police Clearance Certificate not more than three months old.

- **Right to Work in Australia Verification**

Australian Passport or Birth Certificate.

If prospective employee is not an Australian citizen, a Visa Entitlement Verification.

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# CONDITIONS, BENEFITS AND REMUNERATION

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The following Conditions of Employment are as per:

- Negotiated Contract and the below mentioned conditions should not be construed to be the limitations of conditions.

## **STANDARD CONDITIONS:**

### Equal Employment Opportunity

Council is an equal opportunity employer and has adopted an EEO policy in accordance with legislation.

### Working Hours

- Work such hours as may reasonably be necessary to perform your functions; and
- During those hours, devote the whole of your time, attention and skill to performing the functions;

### General Employees Working Hours

- The Construction/Maintenance/Parks and Gardens Staff

Workers commence at 7am until 4pm eight days (8.5 hours) of the pay period and 7am to 3.30pm (8 hours) on one day of the pay period with a half hour unpaid lunch break. The Friday after pay period end is not a work day but a regular day off. A nine day, 76 hour fortnight is the normal working hours. The Works crew does not accrue a Rostered Day Off.

- The Administration Staff

Office hours are from 8:00am until 4.00pm, Admin Staff work from 8.00am to 4.30pm each day from Monday to Friday, with half hour unpaid lunch break.

### Annual Leave

- Annual Leave is as per the contract of employment, being four (4) weeks accrued progressively during a year of service. Leave loading is not applicable to accrued leave, as this is a consideration of the overall salary.

### Personal/Career/Bereavement Leave

- Each full-time employee is entitled to Sick, Career's and Bereavement Leave as per negotiated contract.
- A certificate from a registered health practitioner or statutory declaration must be produced for sickness absence two (2) days or more. Absence without necessary documentation when required will result in the employee not being paid.
- Three (3) days bereavement leave is available on the death of a member of the employee's immediate family. Bereavement leave is non-cumulative.

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### Long Service Leave

Full-time employees are entitled to thirteen (13) weeks of Long Service Leave after ten (10) years of continuous Local Government Service, transferrable between all Local Government Authorities in Western Australia. Long Service Leave starts accruing pro rata after seven (7) years of continuous Local Government Service.

### Superannuation

Currently the Shire of Three Springs contributes compulsory superannuation of an employee's gross pay (excluding allowances) at 10.5% as per the Superannuation Guarantee.

### Probationary Period

A probationary period of three (3) months is applicable to this position. During this probationary period, the performance will be assessed and managed against the requirements set out on the Position Description. The probation period may be extended if initial performance is unsatisfactory.

### Annual Performance Review

If the appointee is granted permanency, a Staff Development Performance Review will take place at least once in every calendar year. The annual review will include an assessment of achievement of the key duties and responsibilities and will be used to identify training and development needs.

### Code of Conduct

The Code of Conduct is provided to all staff to read, Sign as acknowledged and understood, and a copy to be kept for their own reference.

### **ADDITIONAL BENEFITS:**

The following additional benefits are applicable to the Shire of Three Springs employees and are above the requirements of the Local Government Officers Award (WA) 2021 and the National Employment Standards.

### Superannuation

In addition to employer compulsory superannuation, permanent Full-Time or Part-Time employees may make their own voluntary contributions to the superannuation fund of their choice. Employee superannuation contributions may be a fixed amount per pay or a percentage of the pay value, with a minimum being 5%. Council will contribute a percentage as per the current Council Staff Policy, being 3%.

### Uniform Allowance

To maintain Council's corporate image administration staff are encouraged to wear a uniform. To support wearing of uniforms, Council will contribute an allowance per employee (pro-rata for part-time employees) per year. Allowance is only to be used to buy Council's adopted uniform.

### Staff Training

Council allows appropriate accommodation (including meals) and travel expenses to be incurred by Staff when attending approved Training Seminars and Courses. Accommodation is to be arranged only by the relevant Department Manager. Payment for private accommodation will not be granted unless approved by the Chief Executive Officer.

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Flu Vaccinations

The Shire of Three Springs provides Flu Vaccinations for all interested employees each year through our local Doctors Surgery.

Removal/Relocation Expenses

In respect to prospective employees that will be negotiating a contract with the Shire, the CEO reserves the right to negotiate individually with the prospective employee regarding removal/relocation expenses.

**REMUNERATION CALCULATIONS**

<b>MANAGER OF WORKS</b>			<b>Notes:</b>
Salary (Cash Component)	\$ 100,000.00	\$ 115,000.00	
Motor Vehicle including FBT	\$ 12,000.00	\$ 12,000.00	
Superannuation compulsory (10.5%)	\$ 10,500.00	\$ 12,075.00	
Additional Superannuation (3%) (Volunteer)	\$ 3,000.00	\$ 3,450.00	
House Phone/Mobile Phone including FBT	\$ 1,000.00	\$ 1,000.00	
Payment of Utilities (Power and water)	\$ 2,100.00	\$ 2,100.00	Should a house not be required an additional \$2,100 will be paid as taxable income.
House Rental	\$ 10,400.00	\$ 10,400.00	Should a house not be required an additional \$10,400 will be paid as taxable income.
Clothing allowance	\$ 600.00	\$ 600.00	
Conference/Seminars/Meetings	\$ 3,000.00	\$ 3,000.00	
	<b>\$ 142,600.00</b>	<b>\$ 159,625.00</b>	





## APPLICATION FOR EMPLOYMENT

Thank you for your interest in this position with the Shire of Three Springs. Please complete the following questions and attach with your application.

VACANCY DETAILS			
<b>Position Title:</b>			
PERSONAL DETAILS			
<b>Surname:</b>		<b>Title:</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss
<b>Given Names:</b>		<b>Date of Birth:</b>	
<b>Address:</b>			
<b>Suburb:</b>		<b>Postcode:</b>	
<b>Email:</b>			
<b>Daytime Contact No:</b>		<b>Mobile:</b>	
Are you an Australian Citizen or permanent resident of Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, do you currently hold a Visa allowing you to work in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No ( <i>If yes, please attach a copy.</i> )			
Do you hold a current Motor Vehicle Driver's Licence? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide details:</i>			
<b>State:</b>	<b>Class(es):</b>	<b>Number:</b>	<b>Expiry:</b>
Do you hold a current: <input type="checkbox"/> National Police Clearance <input type="checkbox"/> Working with Children Check <input type="checkbox"/> willing to obtain clearance/s. <span style="float: right;">OR</span>			
RECRUITMENT SOURCE			
How did you <b>first</b> become aware of this vacancy?			
<input type="checkbox"/> Shire of Three Springs website		<input type="checkbox"/> Other website	
<input type="checkbox"/> Local Government Jobs website		<input type="checkbox"/> Local newspaper	
<input type="checkbox"/> WA Govt Jobs website		<input type="checkbox"/> West Australian	
<input type="checkbox"/> Word of mouth		<input type="checkbox"/> Other	
ATTACHMENTS			
Please ensure you have attached all the required documents (see <i>Information for Prospective Applicants</i> for details).			
<input type="checkbox"/> Cover Letter		<input type="checkbox"/> Resume / Curriculum Vitae	
<input type="checkbox"/> Referees (2 contactable work referees, preferably Supervisors or Managers)			
<input type="checkbox"/> Copies of relevant qualifications			
AVAILABILITY			
How soon would you be available to commence work? ( <i>If currently employed, what is the minimum period of notice required?</i> )			



**Declarations**

The following declarations are NOT a barrier to being considered for employment, but will assist us to take due care in assessing placement should you be the successful applicant.

**HEALTH**

To the best of your knowledge, do you have a medical condition, injury or disability that would impact your ability to undertake the duties of the position you applied for?  Yes  No

**If “yes”, please provide details of condition:**


**WORKER’S COMPENSATION CLAIM**

Have you ever made a Worker’s Compensation Claim?  Yes  No

**If “yes”, please describe claim details (e.g. year of injury, what type of injury, company worked for, period of time off work, etc.):**

Year of Injury	Type of Injury	Name of Company	Period of time off work

Are any claims still current?  Yes  No

**If “yes”, please provide details of current claims:**


**CRIMINAL CONVICTIONS**

Have you ever been convicted of any offence in any court, or are you currently subject to any charges pending before court, or the subject of an investigation before a tribunal? *(You do not need to give details of any conviction which you have had declared spent under the “Spent Convictions Act 1988”).*  Yes  No

**If “yes”, please provide details:**


**APPLICANT DECLARATION**

I declare that all the above statements and attached supporting information are true in all respects and consent that this information will be stored and used for the purposes of assessing suitability for employment. I understand that in providing referees I consent to them being contacted. I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal. *(If submitting a hard copy, please sign and date. If emailing, please enter your name and date, we will consider this consent as described above.)*

<b>Applicant’s signature:</b>		<b>Date:</b>	
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